**LM Procure to Pay**

Quick Reference Guide

*Supplier Bid Response Checklist*
Bid Response Checklist

Review these important items prior to submitting your bid response and/or contacting your Lockheed Martin representative.

☐ Remove any filters from the RFx list to ensure you can easily find the bid invitation.
  • See screenshot below for an example of a filter
  • Click the Delete Filter link to remove

☐ If you need to communicate that you will not be bidding on the bid response:
  • Highlight the bid invitation and click Display Event from the main RFx list
  • Click Do Not Participate
    o If the button is not available, follow the normal process to communicate a no bid per the Lockheed Martin business area
Once inside the bid response, ensure you fill out the price for each line item you wish to bid on.

- **Price** column listed on **Items** tab

You may receive an error stating “**Delivery schedule is missing or inconsistent**”. To fix this error you will need to complete or revise the delivery date on the **Table Extensions** tab.

- Choose applicable line item and select **Details** to be able to see **Table Extensions** tab

Fill out any required questions by going to the **RFx Information** tab and choosing the **Questions** sub tab.

- Scroll to the right to view the response area for the questions
Review any notes sent by the Lockheed Martin buyer under the **Notes and Attachments** tab.

- Click the **Add** button to add any of your own comments

Add any necessary Conditions or Scale (Range) Pricing under the **Conditions** tab

- Select the line item, then click **Add Condition** for a list of conditions
- Use the **Scales** button to perform scale pricing

Prior to submitting the bid response, click **Check** to confirm all errors have been resolved.

- To submit the bid response, click **Submit**

*For more help with troubleshooting bid response issues, refer to the Troubleshooting Guide for Bid Invitation Response.*